

FAMILY FOREST FISH PASSAGE PROGRAM GUIDELINES

DECEMBER 2003



WASHINGTON STATE DEPARTMENT OF
Natural Resources



Washington
Department of
**FISH and
WILDLIFE**



The Office of the
INTERAGENCY COMMITTEE

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Note: These guidelines are for the first two funding cycles which extend through July 31st, 2004. If you are reviewing these guidelines after July 31st, 2004 please contact the Small Forest Landowner Office for a new copy of the guidelines.

Overview

Purpose of the Program

The Family Forest Fish Passage Program (Program) was created to assist small forest landowners in complying with the “Forests and Fish Rules” related to Road Maintenance and Abandonment Plans (RMAPs). The Program provides technical and financial assistance to landowners in correcting fish passage barriers.

A “fish passage barrier” is any artificial (human-caused) instream structure that impedes the free passage of fish. Examples of fish passage barriers include: culverts, dams, weirs, and road crossings.

Background

In 1999 new forest management regulations called the “Forests and Fish Rules” were enacted that require enhanced protection for aquatic resources and fish habitat. Along with improving riparian protection, the rules require most forest landowners to submit a Road Maintenance and Abandonment Plan. An RMAP identifies potential adverse impacts to water quality or salmon habitat, including fish-blocking culverts, roads, and others barriers that could contribute sediment to streams.

House Bill 1095

Realizing the potential financial impacts of the RMAP requirements on small forest landowners, the state legislature passed Second Substitute House Bill 1095 in 2003 (HB 1095). The bill called for special considerations for family forestlands and requires the state to provide financial assistance to help small landowners to correct fish passage barriers. In general, the bill requires that:

- The state must create a cost-sharing program and provide 75%-100% of the cost of repairing fish blockages.
- All fish barriers must be prioritized and repaired on a “worst-first” basis.
- Small forest landowners need only submit a simplified road maintenance and abandonment plan checklist at the time of harvest.
- Existing data and processes are to be utilized to the maximum extent practical.
- Additional funding sources and partnerships are to be sought.

Participating Agencies

The following agencies are responsible for developing and implementing the program.

Department of Natural Resources (DNR): The DNR's Small Forest Landowner Office is responsible for implementing the Family Forest Fish Passage Program and is the primary point of contact for anyone who is interested in learning more about the Program. The Office is also responsible for selecting which of the prioritized projects will be funded.

Department of Fish and Wildlife (WDFW): The WDFW is responsible for identifying and prioritizing fish blockages on small forestlands.

Interagency Committee (IAC): The IAC is responsible for administering the funding of the grant program.

Washington Farm Forestry Association (WFFA): The WFFA serves in an advisory capacity to the Program and is responsible for ongoing policy development on behalf of family forest landowners statewide.

Program Contact

Washington Department of Natural Resources (WDNR)

Small Forest Landowner Office

Natural Resources Building

1111 Washington Street

P.O. Box 47012

Olympia, WA 98504-7012

Voice: (360) 902-1400

FAX: (360) 902-1428

e-mail: sflo@wadnr.gov

Internet Web Site: <http://www.dnr.gov/sflo/>

Additional Program Contacts

For additional information on fish barriers, fish species, habitat, lead entities, watershed groups, and related topics contact:

Washington State Department of Fish and Wildlife (WDFW)

Habitat Management Program

600 Capitol Way

Olympia, WA 98501-1091

Voice (360) 902-2534

FAX (360) 902-2946

TDD (360) 902-2207

Internet Web Site <http://www.wa.gov/wdfw/>

For information on Program contracts, billing and reimbursement and related topics, contact:

Interagency Committee for Outdoor Recreation (IAC)

Salmon Recovery Funding Board (SRFB)

Natural Resources Building

1111 Washington Street

Voice (360) 902-3000

FAX (360) 902-3026

P.O. Box 40917
Olympia, WA 98504-0917

Internet Web Site <http://www.iac.wa.gov/>

For information on policies and legislation related to the Program, contact:

Washington Farm Forestry Association (WFFA)

P.O. Box 7663	Voice	(360)-606-5511
Olympia, WA 98507	FAX	(360) 687-7595

Internet Web Site <http://www.wafarmforestry.com/>

Program Guidelines

Eligible Landowners

Only private small forest landowners are eligible to participate in the program.

You are a small forest landowner if at the time of submitting an application to the Program you have harvested from your own lands in Washington State no more than an average timber volume of two million board feet per year during the three years prior to submitting your application, and expect to harvest no more than an average volume of two million board feet per year during the ten years following the submission of your application to the Program.

Exception: any landowner who exceeded the two million board feet annual average timber harvest threshold from his or her land in the three years prior to submitting application to the Department of Natural Resources, or who expects to exceed the threshold during the following ten years, shall still be deemed a “small forest landowner” if he or she establishes to the state’s reasonable satisfaction that the harvest limits were, or will be, exceeded in order to raise funds to pay estate taxes or for an equally compelling and unexpected obligation, such as for court-ordered judgment or for extraordinary medical expenses.

Only barriers on forestlands are eligible for funding. Please refer to the definition of forestland in the [Definitions](#) section at the end of this publication.

Project Sponsors

Correcting a fish passage barrier is often a complicated and time-consuming process. Therefore, it is strongly recommended that the management of a project be conducted by an organization that is familiar with grant management, state and federal permits and fish barrier removal/repair. This organization is referred to as a “sponsor”. A sponsor may be:

1. A third party such as a Conservation District, Regional Fisheries Enhancement Group, local fish-related non-profit organization, etc., or
2. The landowner, if he or she wishes to manage all aspects of the project. Working with a project sponsor will minimize a landowner’s workload and simplify the process. The participating agencies will assist landowners in identifying and working with project sponsors and the Program will compensate sponsors for the cost of administering a project. A list of potential project sponsors is included in [Appendix C](#).

Available Funding

Up to \$2 million are available for statewide distribution for the period of July 1st, 2003 through June 31st, 2005. Additional funding may be authorized in future years by the

state legislature. Funds are from the sale of state general obligation bonds. The DNR is also actively seeking additional funding through other state and federal agencies.

Reimbursement

Funds made available through the Program are on a reimbursement basis only. This means that the sponsor initially pays the cost of the work and materials and submits invoices to the IAC for reimbursement. Throughout a project, partial billings may be submitted to the IAC to limit the amount of money a sponsor must invest in the project at any one time. The IAC will provide reimbursements within 30 days of receiving invoices.

Cost to the Landowner

A landowner must provide a limited share (match) of the overall cost of the barrier correction unless the fish passage barrier was installed under an approved Forest Practices Application and/or a Hydraulics Project Approval. For an individual fish passage barrier, a small forest landowner is required to provide a share (match) of the lesser of either: (1) 25% of all costs associated with the barrier correction, or (2) \$5,000. If the current barrier was previously installed with an Forest Practices Application or a Hydraulics Project Approval, the state will provide 100% of the cost of repairing the barrier.

If a landowner corrects more than one fish passage barrier in a calendar year, the maximum required share per year varies according to the average annual timber volume harvested from the landowner's lands in this state during the three preceding calendar years, and whether the fish passage barrier is in eastern or western Washington.

The following chart provides the maximum cost-share required by a small forest landowner.

Average Annual Board Feet Harvested	Maximum Match Required Per Calendar Year	
	Western Washington	Eastern Washington
Less than 500,000	\$8,000	\$2,000
Between 500,000 and 999,999	\$16,000	\$4,000
Between 1,000,000 and 1,499,999	\$24,000	\$12,000
Greater than or equal to 1,500,000	\$32,000	\$16,000

Match Options

A small forest landowner's match obligation may be provided by either a direct monetary contribution or in-kind services.

“In-kind services” may include labor, equipment, materials, and other sponsor-provided services determined by the state to have an appropriate value to the removal of a particular fish passage barrier. Please see Appendix A for details on how in-kind services are valued.

Note: Construction work done before a project is approved for funding cannot be used as a match.

Eligible Project Costs

Program funds may be used for removing, replacing, or retrofitting a fish passage barrier to provide fish passage. Following are some examples of eligible project elements for which costs will be reimbursed according to a project agreement:

- Preparing necessary permits
- Design/Engineering
- Utility relocation
- Culverts and bridges
- Rock, footings, weirs
- Revegetation
- Road resurfacing (in the construction area)
- Erosion control measures
- Water bypass
- Construction contracting
- Equipment rental

Ineligible Project Costs

Program funds may not be used for:

- Culverts or drainage structures in non-fish-bearing streams.
- Building or placing a new structure in a site where there was not a preexisting fish passage barrier.
- Road construction, maintenance, or repair of facilities, including gates, not associated with barrier correction.
- Commercial timber harvest or activities directly supporting commercial timber harvest.
- Equipment purchase.

Landowner Obligations

Prior to beginning work on a project, a sponsor will be asked to sign an agreement with the state.

If a landowner serves as the sponsor of a project, he or she must be prepared to invest an initial amount of money to begin the project. A landowner can submit partial billings to the IAC throughout the project to minimize the amount invested at any one time.

The landowner will own the new fish passage structure and will be responsible for ongoing maintenance of the structure.

Timeline for Project Completion

The landowner or sponsor will have a maximum of two consecutive construction seasons to complete a project. A construction season typically extends from June 15th – September 30th. If a project is not completed within this timeframe, funds will be reallocated to other projects. Once started, projects must be completed within one construction season.

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How to Apply

Step 1:

Complete an Application for Fish Passage Barrier Evaluation ([Appendix D](#)).

Step 2:

Mail the completed Application for Fish Passage Barrier Evaluation to:

Small Forest Landowner Office
Department of Natural Resources
PO Box 47012
Olympia, WA 98504-7012

Application Deadlines

Applications will be accepted year-round. However, there are two Program application deadlines in 2004:

January 31st, 2004 – for projects to be constructed during the 2004 construction window.

August 1st, 2004 – for projects to be constructed during the 2005 construction window.

Note: A construction window is generally June 15th to September 30th.

Application Processing

Step 1:

When your application is received at the Small Forest Landowner Office, a Program representative will contact you to arrange a site visit. During the site visit, the instream structure will be evaluated to determine whether it is a fish passage barrier. If it is determined that the instream structure is not a barrier, no further action will be taken and you will not be enrolled in the Program. If the structure is confirmed as a barrier, the barrier evaluation will be processed further (Step 2).

Step 2:

The barrier evaluation will then be sent to the Office of the Interagency Committee (IAC). IAC is responsible for managing Program funds and will assign a number to your application.

Step 3:

The barrier evaluation is then sent to the Fish Passage Team. This Team is made up of forestry and fisheries professionals from the Washington Department of Natural Resources, Washington Department of Fish and Wildlife, and the Salmon Recovery Funding Board.

The Fish Passage Team will review existing watershed information to identify locations of other blockages within the watershed, make an assessment of the habitat, and evaluate fish use in the project area. The review will consider:

- Numbers of fish species estimated to have potential benefit from correction of the fish passage barrier as well as the quality and quantity of habitat estimated to be opened by the project.
- Cost of project.
- Additional comments or data available from the Lead Entity or watershed group in your area.

Note: Numerical values, thresholds, or targets have not been established for these criteria. Each project will be compared and contrasted to all projects in the current Program cycle and those projects not funded during previous cycles.

For high priority projects, a second site visit will be made to determine an appropriate barrier correction option and develop a rough project cost estimate. A final prioritization determination will be made for each project based on the above criteria.

Step 4:

The Fish Passage Team will submit a prioritized list of projects to the Department of Natural Resources, Small Forest Landowner Office. Projects determined to have the greatest potential benefit to fish will be prioritized and funded accordingly. The Department will make the final decision on which projects receive assistance.

Successful Projects

All applicants will be notified of their project's position on the prioritized list. Projects not considered a high priority during one funding cycle will be reconsidered during subsequent funding cycles. Applicants are not required to correct fish passage barriers until their projects are ranked as high priority and funding is available.

It is recommended that a landowner contact a project sponsor at this time. The project sponsor can provide assistance with submitting the necessary permits, engineering the project, working with contractors and managing all aspects of the grant process.

If a landowner intends to manage the project, he or she will be asked to sign a formal project agreement with the IAC. If a landowner has the work done by a project sponsor, an agreement may also be necessary between the landowner and the project sponsor (see sample Landowner Agreement in [Appendix B](#)), and another between the sponsor and the IAC.

Note: A landowner may not claim reimbursement for administration or "supervision" of a sponsor. The sponsor must establish a contract with the state to manage the project and be eligible for receiving reimbursement for project administration costs.

Projects must meet or exceed state fish passage criteria as defined by WDFW to be eligible for reimbursement. WDFW will approve the final design of the project prior to construction.

A pre-construction meeting may be necessary between the engineer, contractor, landowner and/or sponsor and a state agency representative. The meeting objective is to ensure the contractor has a clear understanding of the design elements (e.g. fish passage criteria, erosion control, etc.) and address any potential challenges with the construction site. A final inspection will be required to verify the project was completed, meets WDFW fish passage criteria and was constructed as designed.

Submitting Expenses for Reimbursement

The state will reimburse the landowner or sponsor within 30 days of receiving all necessary invoices or other documents pertaining to project costs. The landowner or sponsor must submit billings to:

Interagency Committee

Natural Resources Building
1111 Washington Street
P.O. Box 40917
Olympia, WA 98504-0917

Voice (360) 902-3000
FAX (360) 902-3026
Internet Web Site: <http://www.iac.wa.gov/>

Definitions

Family Forestland

“Family forestland” is any forestland owned by an individual meeting the definition of a small forest landowner as defined below.

Fish Passage Barrier

A “fish passage barrier” is any artificial (human-caused) instream structure that impedes the free passage of fish. Examples of possible fish passage barriers include: culverts, dams, weirs, spillways and other road crossings.

Fish Passage Team

The “Fish Passage Team” is comprised of representatives from the Department of Natural Resources, the Department of Fish and Wildlife and the Interagency Committee for Outdoor Recreation. This team is responsible for establishing a prioritized list of projects eligible for cost-share funding.

Forestland

“Forestland” means land capable of supporting a merchantable stand of timber and not being actively used for anything incompatible with timber growing. For the purposes of this program, the definition of forestland does not include: crop fields, orchards, vineyards, pastures, feedlots, fish pens, and the land on which appurtenances necessary to the production, preparation, or sale of crops, fruit, dairy products, fish, and livestock exist; or Christmas tree farms.

Forest Practices Application

State law requires any individual who intends to harvest timber for commercial sale to submit a Forest Practices Application (FPA) to the Washington State Department of Natural Resources.

Forest Road

For the purposes of this program, a “forest road” is any road or road segment that crosses land that meets the definition of forestland above, but excludes residential access roads such as driveways.

Hydraulics Project Approval

State law requires that any person, organization, or government agency wishing to conduct any construction activity in or near state waters must do so under the terms of a permit (called the Hydraulic Project Approval) issued by WDFW. State waters include all marine and fresh waters of the state.

In-kind Services

“In-kind services” refer to any contribution of financial value a landowner makes to a grant-funded project. These contributions may include, but are not limited to: labor, equipment, materials, and other services. The state, in consultation with the landowner, will determine the value of such services as they apply to the project.

Lead Entity

A “Lead Entity” is an organization that oversees fish habitat restoration efforts in a particular watershed or region. There are 24 Lead Entity organizations statewide. Lead Entities work closely with WDFW and the Salmon Recovery Funding Board to identify, prioritize and fund fish habitat restoration projects. A Lead Entity can serve as a project sponsor or coordinate with other local groups to find sponsors for landowners interested in enrolling in the Program. For contact information for the Lead Entity in your area, please contact the Small Forest Landowner Office.

Project Sponsor

A “project sponsor” is an individual or organization who assumes responsibility for managing all on-the-ground aspects of a barrier repair project. These responsibilities may include: acquiring the necessary permits, having a project engineered, contacting contractors, construction management, and grant funds management. Project sponsors may include, but are not limited to: landowners, non-profit organizations, Conservation Districts, Regional Fisheries Enhancement Groups, etc.

Small Forest Landowner

A “small forest landowner” is any landowner who harvests from his or her own lands in Washington State no more than an average volume of two million board feet per year.

Exception: any landowner who exceeded the two million board feet annual average timber harvest threshold from their land in the three years prior to submitting an application to the Department of Natural Resources, or who expects to exceed the threshold during the following ten years, shall still be deemed a “small forest landowner” if he or she establishes to the state’s reasonable satisfaction that the harvest limits were, or will be, exceeded in order to raise funds to pay estate taxes or for an equally compelling and unexpected obligation, such as for court-ordered judgment or for extraordinary medical expenses.

Frequently Asked Questions

If I do not enroll in the FFFPP, am I still obligated to fix any fish passage barriers on my property?

Yes. As part of Washington State's salmon recovery planning efforts, all large and small private forest landowners are required to fix artificial instream fish barriers by 2016. In May of 2003 the State Legislature committed to helping small forest landowners pay for these repairs by passing House Bill 1095. HB 1095 specifically stated that any small forest landowner who voluntarily enrolls in the Family Forest Fish Passage Program would not be required to fix any fish blockage until the state can provide financial assistance. However, if a landowner does not enroll in the Program, they will be required to fix the blockage at his or her own expense by 2016 and any future Forest Practices Application for timber harvest may be denied until the barrier is corrected.

If I sign up for the FFFPP and am willing to pay for fixing a fish passage barrier at my own expense, can I still receive technical assistance for the project?

Yes. If you choose to fix a fish passage barrier at your own expense, you can still receive technical assistance from the Small Forest Landowner Office and/or the Washington Department of Fish and Wildlife. Technical assistance could include: identifying necessary permits, guidance with completing applications, engineering assistance, etc.

How will I know when my barrier becomes a high priority in my watershed and will be selected for funding?

Once the Fish Passage Team has evaluated your fish passage barrier, it will be prioritized and ranked against other barriers in your watershed as well as other barriers across the state. The Small Forest Landowner Office will make the final determination on which of the highest priority culverts will be funded during a given funding cycle. Projects applications accumulated throughout the year will be ranked annually. Therefore, depending on when an application is submitted to the state, it may take up to 12 months to make a determination on a project's priority status. If your project does not rank as a high priority during one funding cycle, it will be reconsidered during the next funding cycle.

How will barriers be prioritized for funding?

The Fish Passage Team will review existing watershed information to identify locations of other blockages within the watershed, make an assessment of the habitat, and evaluate fish use in the project area. The review will consider:

- Numbers of fish species estimated to have potential benefit from correction of the fish passage barrier as well as the quality and quantity of habitat estimated to be opened by the project.
- Cost of project.
- Additional comments or data available from the Lead Entity or watershed group in your area.

Note: Numerical values, thresholds, or targets have not been established for the above criteria. Each project will be compared and contrasted to all projects in the current Program cycle and those projects not funded during previous cycles.

How much money can a landowner receive for fixing fish passage barriers?

Landowners do not apply for a specific amount of money to fix their fish passage barriers. Rather, they apply to have their barriers evaluated for funding. Once a barrier has been approved for funding and the work has been completed, the landowner or sponsor will be reimbursed for project costs (minus the matching amount required from a landowner). There is no cap to the amount of money that can be spent on any one project. If a landowner has more than one barrier, additional barriers must also be deemed a high priority in order to receive funding during the same funding cycle.

Once a barrier has been fixed, who is responsible for maintaining the new structure?

Once the project has been completed, it becomes the responsibility of the landowner to properly maintain the new structure in perpetuity. Maintenance may include: removing debris that accumulates at the mouth of a culvert or on the upstream side of a bridge, maintaining roads to prevent sediment delivery at a stream crossing, preventing damage to the structure during normal road maintenance activities, etc.

If I am willing to pay for fixing a fish passage barrier at my own expense, at what point will I be required to fix it?

If you decide not to enroll in the Family Forest Fish Passage Program, you will be required to fix your fish passage barrier either before 2016 or before you plan to harvest timber on a unit where the road crossing will be utilized, whichever comes first.

What are the various organizations I can contact to serve as a sponsor for my project?

Please see [Appendix C: Project Sponsors](#), for a partial list of organizations who can sponsor your project. If there is no organization listed in your area, please contact the Small Forest Landowner Office for further assistance.

If I have more than one barrier on my property, can I receive compensation for all barriers?

Yes. There is no cap on the amount of money the Program will spend on any particular parcel if more than one fish barrier is identified on that parcel. However, each barrier must be deemed a high priority in order to receive funding. A second barrier will not necessarily be fixed at the same time as the first if it is not deemed to be a high priority.

How do I determine whether or not I have fish in my stream, thus making an instream structure a potential fish barrier?

Many streams that do not initially show signs of fish use actually provide habitat to various species of fish during different stages of their life cycle. If there is any question whether or not fish utilize the stream running through your property, you are encouraged to contact the WDFW to have a fish biologist visit your stream to make a determination.

If my culvert or bridge was damaged or destroyed during a flood event, can I receive compensation to have my culvert or bridge replaced?

If, following a storm event, the previously intact culvert or bridge still serves as a fish blockage, your project may be eligible for funding.

Appendix A: Values for Matching Funds

Introduction	<p>This section summarizes policies regarding a sponsor's donation to a project for purposes of matching a grant.</p> <ul style="list-style-type: none"> • All donations must be an integral and necessary part of an approved project. • The maximum reimbursed shall never exceed the cash expended on the project. • All donations must be documented for reimbursement purposes. • Except for cash, all donations must be in one of the following categories. • Portions of a donation not used as a match may not be carried over to another project.
Donated Equipment	<ol style="list-style-type: none"> 1. Definition—The use of equipment for project purposes with no financial reimbursement. 2. Valuation must be determined by the actual cost of operating the equipment within the project area, but may not exceed the hourly rental value. Valuation rates may be established in two ways: <ol style="list-style-type: none"> a. Through publications that provide the national or regional average rates for construction equipment, or b. Through the rates set by nearby federal, state, or local agencies that own the same equipment. 3. In cases where the value of specific equipment cannot be determined by the above methods, the applicant/sponsor should seek IAC staff approval of an additional equipment classification. The request to IAC should include the equipment description, recommended hourly/daily/weekly rate, and information to support the recommended rate. 4. Under no circumstances will IAC allow equipment donations to exceed the replacement value of the equipment. 5. Equipment shall always be valued at the most economical rate –hourly, daily, weekly, etc. 6. Equipment with a replacement value of less than \$200 may not be valued for equipment donation purposes. 7. Use of personal vehicles shall always be valued at a “per mile” cost not to exceed the federal rate. 8. Stock shall be valued at no more than \$45/day/per animal. 9. Equipment operator services must be valued separately and listed as Donated Labor. 10. Equipment use will not be considered donated if the donor is reimbursed for routine maintenance costs such as oil changes, tune-ups, and lubrication.
Donated Labor	<ol style="list-style-type: none"> 1. Definitions: <ol style="list-style-type: none"> a. Donated Labor—The services provided by a person who works for no financial reimbursement for their time. b. Professionally Skilled—The services provided by a person who has obtained a professional or technical certification, completed advanced training, has made a living performing those activities, or has such extensive work experience in the activity that the sponsor can reasonable justify (and document) valuing the individual's time at a higher value. 2. Donated labor may be furnished by professional and technical personnel, consultants, and other skilled and unskilled workers. 3. Sponsors can value unskilled labor at no more than the statewide mean wage for Landscaping and Grounds-Keeping Workers” as determined by the Employment Security Department (ESD) or use the IAC \$11.00 per hour rate for 2002. 4. Volunteers professionally skilled in the work they are doing can be valued at the

	<p>hourly rate (total mean wage) for that profession as determined by the ESD for the region where the work is performed. Obtain ESD wage information by calling 1-800-215-1617 or consulting http://www.wa.gov/esd/lmea/labrmrkt/byarea.htm.</p> <ol style="list-style-type: none"> 5. In the cases where the ESD does not have a job classification that is similar to the work being accomplished, the applicant/sponsor should seek IAC staff approval of an additional job classification. The request to IAC should include the job description, recommended volunteer wage, and information to support the recommended wage. 6. Volunteer donation time starts once the volunteer has arrived at the project site and begins work. In cases where the project is located outside the volunteer's community, the start time will begin once the volunteer leaves their home or the agency/organization work station, whichever is closer to the work site. 7. A volunteer's travel time is not considered a donation if they are reimbursed for their mileage/transportation costs. 8. When an employer other than the project sponsor furnishes the labor of an employee, these services are valued at the employee's regular rate of pay (excluding fringe benefits and overhead costs). These services must be in the same skill area for which the employee is normally paid.
Donated Materials	<ol style="list-style-type: none"> 1. Definition—Materials provided to the project applicant for no cost. 2. Valuation must reflect the lower of the donor's cost or current market value of the materials at the time used. Local vendors can provide these values.

Appendix B: Landowner Agreement

A sponsor must obtain a landowner agreement when a project is occurring on land not owned, or otherwise controlled by the sponsor for fish habitat restoration projects. A landowner agreement must contain the following elements:

- Start and end date.
- Landowner name and address
- Grantee name and address
- Purpose of the landowner agreement
- Grantee Responsibilities
- Landowner responsibilities
- Signatures of landowner and grantee

Appendix C: Project Sponsors

Note: if you do not find a sponsoring organization listed for your area, please contact the Small Forest Landowner Office for further assistance in identifying a project sponsor.

Conservation Districts

DISTRICT	ADDRESS	PHONE	E-mail
Adams	402 E. Main, Ritzville 99169-1338	509/659-1553	adamcd@ritzcom.net
Asotin County	720 - 6th St., Suite B, Clarkston 99403-2012	509/758-8012	cheryl-sonnen@wa.nacdn.net bcd@mail.tricity.wsu.edu
Benton	24106 N. Bunn Rd., Prosser 99350	509/786-9230	klickcon@gorge.net
Central Klickitat	1107 S. Columbus Ave., Goldendale 98620-9296	509/773-5823	peggy-entzel@wa.nacdn.net ccd@olympus.net
Chelan County	301 Yakima St. Room 307, Wenatchee 98801-2996	509/664-0265	ccd@wa.nacdn.net
Clallam	111 E. 3rd, Room 2A, Port Angeles 98362-3018	360/452-1912	ccd@olympus.net
Clark	11104 NE 149th St, Bldg. C, Suite 400, Brush Prairie 98606-9518	360/883-1987	ccd@wa.nacdn.net
Columbia	U.S. Post Office Building, 202 S. Second St., Dayton 99328-1327	509/382-4773	ccd@wa.nacdn.net
Cowlitz	2125 - 8th Ave., Longview 98632	360/425-1880	cowlitz@wa.nacdn.net
Eastern Klickitat	1107 S. Columbus Ave., Goldendale 98620-9296	509/773-5823	klickcon@gorge.net
Ferry	84 E. Delaware Ave., PO Box 1045, Republic 99166-1045	509/775-3473	lyle-gardinier@wa.nacdn.net FosterCreek@wa.nacdn.net
Foster Creek	103 N. Baker St., PO Box 428, Waterville 98858-0428	509/745-8362	mark-nielson@wa.nacdn.net
Franklin	1620 Road 44 N., Pasco 99301-2667	509/545-8546	Terry-nielsen@wa.nacdn.net jccd@olypen.com
Grays Harbor	330 Pioneer Ave. W., Montesano 98563-4499	360/249-5980	district@kingcd.org
Jefferson County	205 W. Patison St., Port Hadlock 98339-9751	360/385-4105	kcd@wa.nacdn.net
King	935 Powell Ave. SW, Renton 98055-2908	206/764-3410	anna-lael@wa.nacdn.net
Kitsap	817 Sidney Ave, Port Orchard 98366-2460	360/337-7171	bob-amrine@wa.nacdn.net
Kittitas County	607 E. Mountain View Ave., Ellensburg 98926-3863	509/925-8585	lccd@wa.nacdn.net
Lewis County	1554 Bishop Rd., Chehalis 98532	360/748-0083	mcd@attglobal.net
Lincoln County	1310 Morgan St., PO Box 46, Davenport 99122-0046	509/725-4181	mlcd@acslink.com
Mason	SE 1051 Hwy 3, Ste. G, Shelton 98584	360/427-9436	mike-tobin@wa.nacdn.net
Moses Lake	1775 SE Hwy. 17, Moses Lake 98837-9326	509/765-5333	ocd@wa.nacdn.net
North Yakima	1606 Perry Street, Suite F, Yakima 98902-5769	509/454-5736	john-larson@wa.nacdn.net
Okanogan	1251 S. 2nd Ave. Room 101, Okanogan 98840	509/422-0855	paccon@willapabay.org
Othello	449 E. Cedar Blvd., Othello 99344-0323	509/488-2802	prlcd@ieway.com
Pacific	1216 Robert Bush Dr., PO Box 968, South Bend 98586-0968	360/875-9424	palousecd@pullman.com
Palouse	325 NW State Street, Pullman 99163	509/332-4101	info@pocd.org
Palouse-Rock Lake	N. 3 Front St., PO Box 438, St. John 99171-0438	509/648-3680	admin@piercecountycd.org
Pend Oreille	100 N. Washington Ave., PO Box 280, Newport 99156-0280	509/447-5370	brown.rm@att.net
Pierce	Puyallup Executive Park, 1011 E. Main, Suite 106, Puyallup 98372	253/845-9770	duanebar@pomeroy-wa.com
Pine Creek	805 S. Vista Point Dr., Suite 2, Colfax 99111-9565	509/397-4636	sjccd@rockisland.com
Pomeroy	USDA Bldg, 804 Main St., PO Box 468, Pomeroy 99347-0468	509/843-1998	skagitcd@skagitcd.org
San Juan County	350 Court Street #10, Friday Harbor, WA 98250-7910	360/378-6621	staff@snohomishcd.org
Skagit	2021 E. College Way, Suite 203, Mt. Vernon 98273-2373	360/428-4313	
Snohomish	528 - 91st Ave. NE, Suite C, Everett 98205-1535	425/335-5634	

South Douglas	103 N. Baker, PO Box 246, Waterville 98858-0246	509/745-9160	ccowling@crcwnet.com
South Yakima	1116 A Yakima Valley Hwy., Sunnyside 98944-1555	509/837-7911	hb-sycd@bentonrea.com
Spokane County	210 North Havana, Spokane 99202-4724	509/535-7274	vicki-carter@sccd.org
Stevens County	232 Williams Lake Rd., Colville 99114-2629	509/685-0937	cmichalk@co.stevens.wa.us
Thurston	2400 Bristol Court SW, Ste 100, Olympia 98502	360/754-3588	tcd@thurstoncd.com
Underwood	170 NW Lincoln St., PO Box 96, White Salmon 98672-0096	509/493-1936	ucd@gorge.net
Upper Grant	2145 Basin St. SW, Suite C, Ephrata 98823-9617	509/754-0195	john-larson@wa.nacdn.net
Wahkiakum	PO Box 67, Cathlamet 98612-0067	360/795-8240	wahkiakum@wa.nacdn.net
Walla Walla County	1501 Business One Circle, Suite 101, Walla Walla 99362-9526	509/522-6340	consydist@wwics.com
Warden	PO Box 177, Warden 98857-0177	509/349-7539	wardencd@bossig.com
Whatcom	6975 Hannegan Rd., Lynden 98264-9620	360/354-2035	wcd@whatcomcd.org
Whidbey Island	PO Box 490, Coupeville 98239-0490	360/678-4708	whidbeycd@coupeville.net
Whitman	805 S. Vista Point Dr. Suite 2, Colfax 99111-9565	509/397-4636	Kimberly-morse@wa.nacdn.net

Regional Fisheries Enhancement Groups

Nooksack Salmon Enhancement Association

2445 E. Bakerview Rd.
Bellingham, WA 98226-7694
(360) 715-0283
e-mail: wscherrer@n-sea.org
website: www.n-sea.org

Skagit Fisheries Enhancement Group

Post Office Box 2497, 407 Main St. STE 212
Mt. Vernon, WA 98273
(360) 336-0172
e-mail: astudley@skagitfisheries.org
website: www.skagitfisheries.org

Stilly-Snohomish Fisheries Enhancement Task Force

Post Office Box 5006
Everett, WA 98206
(425) 252-6686
e-mail: ann@stillysnofish.org
website: www.stillysnofish.org

Mid-Sound Fisheries Enhancement Group

7400 Sand Point Way NE
Bldg 30 Room 202
Seattle, WA 98115
(206) 529-9467
e-mail: troy@midsoundfisheries.org
website: www.midsoundfisheries.org

South Puget Sound Salmon Enhancement Group

6700 Martin Way East, Suite 112
Olympia, WA 98516
360-412-0808
e-mail: SPSSEG@spsseg.org
website: www.spsseg.org

Hood Canal Salmon Enhancement Group

Post Office Box 2169
Belfair, WA 98528
(360) 275-3575
e-mail: hcseg@hctc.com
website: www.hcseg.com

North Olympic Salmon Coalition

Post Office Box 699
Port Townsend, WA 98368
(360) 379-8051
e-mail: nosc@olympus.net

Pacific Coast Salmon Coalition

Post Office Box 2527
Forks, WA 98331
(360) 374-8873
e-mail: pacsac@olypen.com
website: www.cohosalmon.com

Chehalis Basin Fisheries Task Force

2109 Sumner Ave #202
Aberdeen, WA 98520
(360) 533-1766
e-mail: fishery@techline.com

Willapa Bay Regional Fisheries Enhancement Group

Post Office Box 46
South Bend, WA 98585-0046
(360) 875-6402
e-mail: ron@leta@willapabay.org

Lower Columbia Fisheries Enhancement Group

2041 NE Birch Street
Camas, WA 98607
(360) 834-0273
e-mail: lcfeg@attbi.com

Mid-Columbia Regional Fisheries Enhancement Group

1652 Chenoweth Road
Underwood, WA 98651
(509) 538-2521
e-mail: fishrus@midcolumbiarefeg.com
website: www.midcolumbiarefeg.com

Tri-State Steelheaders Regional Fisheries Enhancement Group

Post Office Box 1375
216 N Roosevelt
Walla Walla, WA 99362
(509) 529-3543
e-mail: tssfsh@bmi.net

Upper Columbia Regional Fisheries Enhancement Group

Post Office Box 921
847 Havillah Rd
Tonasket, WA 98855
(509) 486-2400
e-mail: larry@ucrfeg.org
website: www.ucrfeg.org

Appendix D: Application for Fish Passage Barrier Evaluation

On May 14, 2003, the Washington State legislature passed a law that created a financial and technical assistance program to aid small forest landowners with fixing fish passage barriers. A fish-passage barrier is any artificial in-stream structure such as a culvert, dam or road crossing that impedes the free passage of fish. For a summary of this law and a full explanation of the program, please refer to the Family Forest Fish Passage Program manual that has either accompanied this application or is available from the Small Forest Landowner Office (SFLO).

If you think you may have an in-stream barrier and are interested in receiving either financial or technical assistance with replacing this barrier, please complete this application and either submit it along with your Forest Practices Application, your Checklist Road Maintenance and Abandonment Plan or send directly to the SFLO. When the SFLO receives your application, a field representative will contact you to set up a date for a site visit to determine whether you have a barrier. If it is determined during the site visit that you do not have a barrier, you will no longer be enrolled in the program. If it is determined during the site visit that you do have a barrier, the barrier will be placed on a prioritized list and will be eligible for cost-share funding when the barrier becomes a priority within your watershed and funding becomes available. You may also elect to fix the barrier at your own expense.

☐ **I choose to enroll in the Family Forest Fish Passage Program and would like to have my in-stream structure evaluated for eligibility. I understand that by submitting this initial application for fish passage barrier evaluation, I will be contacted by a field representative who will make a site visit to further evaluate my barrier.**

☐ **I choose not to enroll in the Family Forest Fish Passage Program and I will be responsible for removing or repairing any artificial fish passage barrier existing on my forest roads at my own expense.**

Landowner(s) name: _____

Landowner(s) signature: _____ Date _____

Mailing Address: _____

City, State, Zip: _____

E-Mail Address (optional): _____

Telephone Number: _____

Legal Description: Section(s): _____ Township: _____ Range: _____ East or West

County Assessor Parcel Number(s): _____

FPA# (if applicable): _____